

**SECRET**

OSA-2782-64

15 June 1964

MEMORANDUM FOR: Chief, Support Division, OSA

SUBJECT: Overtime Policy

1. In recent weeks we have had extensive and beneficial talks on the subject of the overtime policies of OSA. These discussions were, I believe, one input into the resulting policy paper on the subject which emerged on 25 May 1964 and was sent to our field elements. Despite my general satisfaction with the 25 May overtime policy, I feel compelled to repeat that at least two pieces of business remain to be done as far as our Contract Couriers are concerned. The actions necessary are:

a. The Contract Couriers of OSA should be paid in full for every hour of overtime they claimed and had authenticated by their supervisors prior to 25 May 1964. As you and I have agreed, it was improper for these cuts to have been made in the first place. I believe it is appropriate for the original Duty Status Reports to be re-examined and the increment of payment previously subtracted should be forwarded to payroll for release through supplemental checks. To get very specific, let me cite the case again of M [REDACTED]. I was told this morning by [REDACTED] of the Personnel Branch that some time this week [REDACTED] will receive a check in the amount of \$812.65 for the overtime he earned during the period 16 February to 9 May 1964. This is an excellent step in the right direction; but unfortunately, [REDACTED] in fact, earned \$967.89 and hence, under my reasoning, we still owe him \$155.24.

b. The OSA Support Division should contact the three Contract Couriers of the OSA Security Staff, Messrs. [REDACTED] and [REDACTED] and discussions should be held with these men on the matter of the capability of the new

93  
X  
2011  
DATE: Dec 8

**SECRET**

~~SECRET~~

OSA-2782-64  
Page 2

overtime policy to the original terms of their contracts. I doubt that the new overtime policy directly violates their contracts, but it seems obvious to me that when these men were hired they were given to understand that they would be paid for every hour they worked. The new overtime policy changes this, and is particularly different in its allowances for weekend work. Accordingly, these men should have an opportunity to review their contracts, to be offered the opportunity to break them if this is their inclination, etc. I would like to think that we follow these matters closely enough so that these men, whom we hired as potential long range Agency assets, will not develop a distorted view of the Organization's way of doing business.

2. By taking the two actions above, we will clear the decks on unfinished business, and can move ahead with the new policy in the future.

25X1A



Chief, Security Staff  
OSA

25X1A

SS/OSA/ [redacted] /mpr  
Distribution:  
Orig & 1 - Addressee  
1 - SS/OSA  
1 - RB/OSA ✓

~~SECRET~~